



Fienberg-Fisher

K-8 Center

2015 - 2016

Ms. Maria Costa, Principal

Ms. Mary Murphy, Assistant Principal

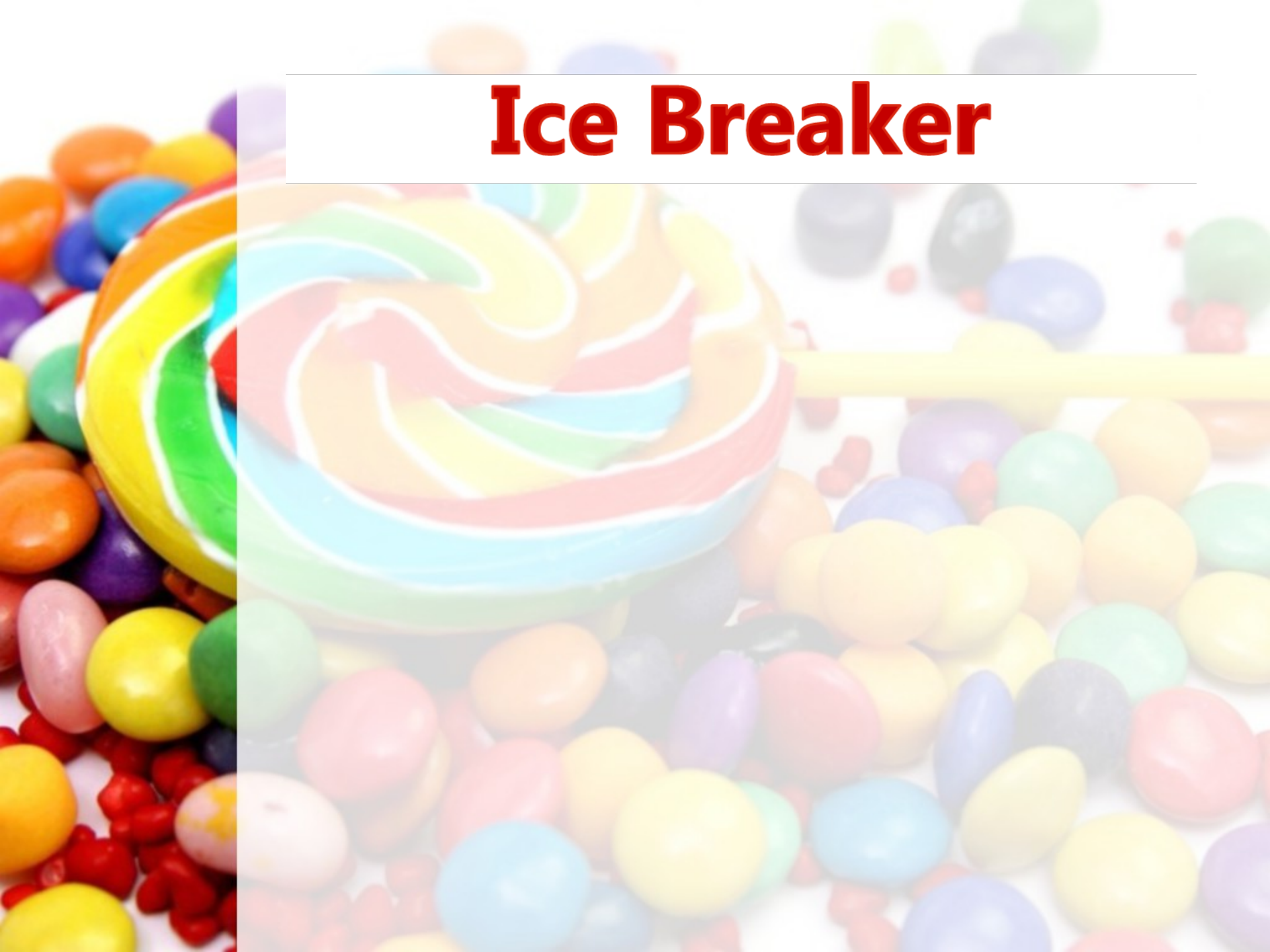
Ms. Aisha V. Marrero, Assistant Principal



Leading with Lollipops

<https://www.youtube.com/watch?v=hVCBrkrFrBE>

Ice Breaker



- You need to submit receipts by December 1st, 2015.
- Review website for details.
- Anything not allowed will be deducted from paycheck.
- Funds – direct deposit
- Must accept terms through Portal

FORM – FM7595

Failure to comply with this requirement, by the deadline provided, will result in the collection, via payroll deduction, of the amount that was paid but not supported by receipts.

Morning Crew



HELP
Needed!



Absences - Faculty

- If it is necessary for a teacher to be absent, the following procedures are required:
 - Notify substitute locator before you leave the building. Fill out substitute request form.
 - In the event of sudden illness or emergency, call the school after 7:30 a.m., or **call Ms. Maria Villa between 7:00 p.m. and 9:00 p.m. or between 6:30 a.m. and 7:30 a.m. Her phone number is (786) 499-0814.**

Absences - Faculty

- When a teacher for whom an emergency substitute is employed is absent from work, he/she shall notify the supervising administrator (or designee) by 2:00 p.m. on the day they are out or the substitute will be retained for the following day. If the teacher fails to call and reports to work, the emergency substitute will be entitled to work and the absent teacher will have the option to utilize personal leave or leave without pay.
- Professional Leave: A teacher may be granted professional leave for attendance at professional conferences and conventions within certain limitations, proper documentation, and **prior administrative approval** is required. **Sick leave, personal leave, jury duty, or professional development workshops** all require a leave card fully completed in **blue ink** and must be on file the Payroll Clerk as soon as you return to the building.

Arrivals and Departures -Teachers

- The employee workday shall be seven (7) hours and five (5) minutes for employees at the K-8 Center level.
- Faculty school hours **for teachers in grades PK-1 are from 8:10 a.m. to 3:15 p.m.**
- Faculty school hours **teachers in grades 2-8 are from 8:20 a.m. to 3:25 p.m.**
- Faculty school hours teachers in **head start are from 8:15 a.m. to 3:50 p.m.**
- **Instructional staff members not assigned to specific grade level homerooms will adhere to the 2-8 schedule.**

Arrivals and Departures -Teachers

- There may be a **RARE** instance when a teacher will arrive late at school. He/she must call an **administrator** in order to secure coverage. **Excessive tardiness will require a conference with the administrator.**
- Any staff member needing to leave the building during the regular school day needs to:
 - Secure permission from the administrator.
 - Sign the staff Off Campus Log indicating appropriate times.
 - No permission is required to leave the building for the 30 minute duty free lunch; however the log must be signed out and in for liability issues.

Professional Responsibilities

- Please check your mailbox each day before school, during lunch and after school.
- Students and/or non-school employees are not permitted to get mail from your mailbox as confidential records and notes are often placed in the boxes.
- Telephone messages will be placed in your mailboxes. Only on extreme emergencies you will be contacted for any telephone messages.
- Teachers and students are responsible for maintaining bulletin boards inside their classrooms and hallways. Students' work is to be displayed in a neat and attractive manner, and should be updated monthly. **Please DO NOT** use tacks and staples on wood in the rooms, doors, or areas other than bulletin boards.

Professional Responsibilities

- Email Policy and Procedures
- Staff members should be knowledgeable of the Miami-Dade County Public Schools Board Rule E-Mail account procedures stated under: **POLICY FOR UTILIZATION OF THE E-MAIL SYSTEM (6Gx13-4C1.064)**
- E-mail is an official means of communication within Miami-Dade County Public Schools. The District encourages the use of e-mail as a convenient, timely, and cost-effective communications medium. The purpose of providing an e-mail system to District employees is to assist in the furtherance of the School Board's business needs, mission, and goals.
- In order to conserve, reduce, reuse and recycle, and save trees, most of our correspondence is sent via school e-mail. Employees who use the District e-mail services are expected to do so responsibly, that is, to comply with Florida and Federal Laws, with the policies and procedures of the District, and with established standards of professional conduct and personal courtesy.
- **Please check your M-DCPS e-mail daily, and follow through as needed with requests; and items which require actions in your part, answer e-mails promptly and keep up-to-date with important information.**



Communicable Disease Control Information

- Teachers should be alert for any evidence of illness throughout the school day. Children who are obviously ill should be sent home to minimize spread of the illness and protect the child from developing complication of the illness. Teachers should report all cases of potentially preventable communicable disease to the office.
- If head lice are suspected, please inform the nurse in the clinic, and someone will inspect all the students. **Students must report to the clinic to be checked and receive clearance before returning to the classroom.**
- Do not send children to the office without an explanation. A short note explaining the problem will save our office staff a lot of time.

The background of the slide features a vibrant, out-of-focus image of various colorful candies, including round ones in shades of orange, yellow, blue, green, and purple, as well as a large, multi-colored swirl in the center. The overall aesthetic is bright and cheerful.

Dress Code

- Set the example
- School is a “place of business”
- No short tops or low-waist bottoms.
- No flip-flops or sandals.

Uniform - Students

- WE ARE A MANDATORY UNIFORM SCHOOL. THE UNIFORM COLORS FOR THE SCHOOL YEAR 2015-2016 ARE RED OR NAVY BLUE POLO SHIRT WITH SCHOOL LOGO OVER KHAKI BOTTOMS FOR ELEMENTARY SCHOOL STUDENTS IN GRADES PK-5, AND WHITE OR BLACK POLO SHIRT WITH SCHOOL LOGO OVER KHAKI BOTTOMS FOR MIDDLE SCHOOL STUDENTS IN GRADES 6-8.
- The school office will no longer provide uniforms for students to change into. **Parent contact should be initiated by the teacher for continuous violations of the dress code.** Administrators will be supportive of teachers. Teachers of primary grades students should contact parents to remind them that this is a violation of the student code of conduct. If an intermediate student is in violation of the dress code, the following the following procedures will be in place:
 - First time: Warning/Letter home indicating violation (see appendix).
 - If the letter does not come back signed, the student will serve a detention during their lunch and/or after school
 - Parent conference/SCM for the permanent record
 - Indoor suspension

Certification

- Information concerning certification may be obtained by calling 305-995-7200.
- Your certificate is your passport to the profession. Keep it current and handle all certification issues carefully and promptly.
- Neglecting your teaching certification could cause you to lose your ability to teach.
- Annual teachers and new teachers are encouraged to take all tests required for permanent certification in a timely manner. Failure to do so may result in termination.
- Certification will be the determining factor to be considered for additional supplements (6th per. Grade level chair, etc)

The Media

- Mrs. Costa is the media spokesperson. Any school related question or contact with the media should be addressed by Mrs. Costa.
- **Social Media**
 - Staff members are discouraged from "friending" students.
 - Staff members are reminded that there must be no inappropriate contact between staff and students, whether it is through social media or any other communications medium.

Employee Assistance Program (EAP)

- EAP – is offered to employees who are suffering from such persistent issues which may jeopardize an employee's health or continued employment.
- The program's goal is to help individuals and/or their family members who develop such problems by providing for consultation, treatment and rehabilitation to prevent their condition from progressing to a degree which will prevent them from working effectively.

Custodial Services

- For custodial help of any kind, the appropriate form should be sent to the administration and/or the secretary. **Children should not be sent directly to look for a custodian.**
- If the request for help is an emergency, use the emergency button and a custodian will be sent promptly. If the request is not an emergency (paper towels, repairs etc.), the request will be filled as soon as the custodians are available.
- For repairs (lighting problems, etc.) in the classroom, the zone mechanic form should be filled out in duplicate and given to the administration and/or secretary.



Cellular Phones & Electronic Devices

- Please do **NOT USE** cell phones and/or electronic devices during instructional time. Ignoring or intentionally disobeying the above stated notification and directive may be cause for disciplinary action.
- This excludes planning, lunch and break times

Cumulative Folders

- All cumulative folders are to be kept in the locked files housed in the main office with the exception of SPED.
- When a cumulative record is to be completed and removed from the files, please be sure to sign it out with Marta and return it to her prior to leaving at the end of the day.
- Teachers are to make sure that there is a cumulative record for each student in their class.

Cumulative Folders

(cont.)

- If there is a cumulative record for a student who is not in your class, or a no-show, give the cum record to Marta Betance for proper processing.
- All cumulative records are to be completed accurately and neatly.
- When a student transfers, the teacher will be notified by the clerk and the teacher will complete the records in three (3) working days, according to published CUM checklist.

Attendance – Students (cont.)

- There is probably no factor more important to successful school progress than regular school attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. Excessive school absenteeism precedes grade failure, loss of interest and may result in students withdrawing from school.
- A student accumulating ten (10) or more unexcused class absences in an annual course, or five (5) or more unexcused class absences in a designated semester course will be subject to the withholding of passing final grade (s) pending a student/parent-requested administrative screening and/or review of all absences by the School Services Team.

Attendance – Students (cont.)

- Students are to be counted in attendance only if they are actually present for at least 2 hours of the day or are engaged in a school approved educational activity which constitutes a part of the instructional program for the student. If a student is absent he/she must present a note signed by a parent excusing them from school.

Attendance – Students (cont.)

- Excused School Absence:
 - Student illness
 - Medical appointment
 - Death in family
 - Observance of a religious holiday or service when it is mandated for all members of a faith that such a holiday or service be observed.
 - Mandatory court appearance of the student or subpoena by law enforcement agency.
 - School sponsored event or activity previously approved.
 - Other individual student absences beyond the control of the parent or student, as determined and approved by the principal or her designee.

Attendance – Students (cont.)

- Students granted an excused absence have the right to make up all class work within a reasonable length of time. After successful completion of all make up assignments, the student cannot be penalized for the missed work.
- Unexcused Class Absence:
 - Any absence that does not fall into one of the above excused absence categories is to be considered unexcused.

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Attendance Procedures

- Teachers must start taking attendance immediately at 8:20 a.m. for students in grades PK-1 and at 8:35 a.m. for students in grades 2-8
- If a student enters the classroom one minute after scheduled time, he/she must be marked **tardy** **AND** that student must obtain a late pass from the office.

Attendance Procedures (cont.)

- The attendance clerk will identify the late students who have signed in late and process them accordingly.
- Teachers should record all student absences as unexcused. Upon the student's return to class, the student's note shall be marked by the teacher as excused (A) or Unexcused (U), and adjusted on the electronic grade book.

Attendance Procedures (cont.)

- The student's note shall then be turned in to the main office inside the daily attendance envelope. To facilitate accurate recording, please make sure that the dates of the absence, the homeroom section and the student's ID# are clearly written on the note.
- All notes received are filed in the main office.
- A daily attendance bulletin will be posted by the sign-in sheet. Please check the bulletin and initial for accuracy. If there are any discrepancies, notify Ms. Villa immediately.

The classroom teacher is expected to:

- Encourage good class and school attendance by providing quality instruction and curriculum and by demonstrating an interest in the welfare of students.
- Take and record attendance for the students enrolled in each class. The record should reflect excused or unexcused absences and tardies (please enter the time).
- Check and complete the daily attendance bulletin which will be posted by the sign in area.
- Provide make up assignments for excused absences upon request of the student or parent.
- Attempt to contact the home every day that the student is absent and document on Parent Contact Log. If the student has been absent for three days and you are unsuccessful in reaching the parents, notify the attendance clerk.



The classroom teacher is expected to:

- Provide make up assignments for excused absences upon request of the student or parent.
- Attempt to contact the home every day that the student is absent. If the student has been absent for three days and you are unsuccessful in reaching the parents, notify the attendance clerk.
- **Perfect Attendance: No days absent and one tardy per grading period allowed**
(no more than 4 tardies per year).

Accidents - Students

- When a child under your supervision is injured in any way, **an accident report form must be filled out immediately.**
- These forms are available in the main office.
- They are to be filled out completely by the teacher in charge.
- If the injury occurs in transit, the receiving teacher is responsible for the completion of the forms.
- Office personnel will enter the accident information into the computer which forwards them to the Office of Insurance and Safety.
- A form must also be prepared to accompany the physician's report for the insurance company if the child is covered by school insurance.
- Staff members are required to sign accident reports and notify parents/guardians.

Accidents - Students

- Notify the office ***immediately*** if a serious injury occurs. DO NOT “diagnose” and do not attempt to move the child.
- An administrator or staff member in line of command will make a final determination to call “911” as needed.
- If an injury is inflicted by another student, a SCAM must be completed and submitted to your administrator for processing.

Accidents - Staff

- In the event that a member of the staff is involved in an accident or is injured, it is the duty of said member to inform the office immediately so that proper forms may be completed. Staff members are required to sign accident reports.
- Notify the office *immediately* if a serious injury occurs. DO NOT “diagnose” and do not attempt to move the employee.
- An administrator or staff member in line of command will make a final determination to call “**911**” as needed.
- Dade County Teachers, Staff and Volunteers are covered by Workmen’s Compensation for injuries suffered while actively engaged in school assignments. Report all injuries or accidents within the first 24 hours of the incident/accident.



Attendance Procedures for the First Day of School

- A class roster shall be provided to all teachers. **No students are to be marked absent on Monday, August 24th, 2014 through Friday, August 28th, 2015**
- Teachers **DO NOT** allow any students into your classroom if you do not have them on your roster, new students will be sent to your classroom with a print out from the office showing your homeroom section and the entry date.



Attendance Procedures for the First Day of School (cont.)

- Take roll as follows:
 - Have all students stand up.
 - As you call the names from the class list, the child should sit down.
 - If a child remains standing, that child is to be sent to the main office.

Attendance Procedures for the First Day of School (cont.)

- The No-Show period for the 2015-16 school year begins Monday, August 24, 2015, and will end Friday, August 28, 2015.
 - Students that are registered but do not appear in school on the first day (**August 24**) must be entered as **"No-Show"** on the student calendar for the entire *No-Show* period (August 24-28, 2015).
 - The Official Daily School Attendance (ODSA) will be taken in the Electronic Grade book. To record students as a *No-Show*, the following actions must be taken:

Attendance Procedures for the First Day of School (cont.)

- **Teacher Action**

- Teachers must open the class designated for recording ODSA by clicking on the class tab.
- Click on **Quick Attendance** (located under Attendance)
- Click on the **No-Show (NS)** code for each No-Show student
- **Important: If all students appear on the first day of school, the teacher must click on the ALL PRESENT button on the right hand side of the page to report 100% attendance.**
- Students who continue to be **No-Shows** must be marked in the Gradebook as **NS through Friday, August 28, 2015, for each day the No-Show student does not enter school for the first time.**
- Training videos are available on the Gradebook Support Web page. It is strongly recommended that teachers view the videos for taking attendance. The videos are available at:
<http://videos.dadeschools.net/pinnweb.html>.

Early Dismissal

- Parents and/or guardians must go to the main office to sign their children out for early dismissals.
- Office staff will call into the classroom for the child to be released.
- Under no circumstances are parents to be sent to the classrooms to pick up students. This procedure seriously disrupts instruction.
- No student will be released within the final thirty (30) minutes of the school day, 1:20 pm (PK-1), 2:35 pm (2-8 and Head Start), and 1:20 pm PK-8 on Wednesdays.

Arrival

- There will be absolutely **NO STUDENT DROP-OFF BEFORE 7:30 a.m.**
- **Supervised Before School Care is NOT available.**
 - PK - 2 Cafeteria
 - 3 - 5 Hard Court
 - 6 - 8 Children of the World Park

Arrival (cont.)

- Teacher Procedures:
 - Teachers are to pick up their classes from the court 8:30 a.m. (2-8 grade), and from the cafeteria at 8:15 a.m. (PK-1).
 - **Students reporting after their designated time without a pass are to be sent to the office.**
 - Teachers will have an assignment on the board for students to start working as they arrive (i.e., journal writing, math problem of the day, writing notebook etc.)
 - **Teachers are expected to stand at their doors and greet each individual student in their class as he/she arrives.**

Bicycles

- Students and/or faculty/staff members who ride bicycles to school must park and secure them in the bicycle racks provided near the cafeteria or near Pennsylvania Avenue.
- **Under no circumstances should bicycles be secured/chained to the perimeter fences, street signs, parking lot signage, nor taken into the classrooms due to safety to life issues.**

Child Abuse

- Child abuse is defined to include harm or threatened harm to a child's health or welfare and/or willful or negligent act which results in neglect, malnutrition, sexual abuse, physical injury, mental injury, or failure to provide substance, clothing, shelter, or medical treatment.
- Any person, including but not limited to physician, nurse, teacher, social worker, or employee of a: public or private facility serving children, who has reason to believe that a child has been the subject of child abuse, shall report or shall cause the report to be made to the Department of Children and Families. **The phone number is 1-800-96ABUSE.**
- Knowing and willful failure to report suspected or confirmed abuse, and knowing and willful prevention of another from making such a report, is a crime punishable by up to two months in jail and up to \$500 fine, F.S. 827.07 (18) (a).
- It is suggested that at the same time a report is made, the principal or appropriate school administrator be notified.

Clinic Located in the Fienberg Office

- Do not send a child to the clinic without a pass.
- Have the child put his/her head down on the desk for a little while to see if a clinic trip is really necessary.
- Do not send any student to the Children of the World Clinic without referring him/her to our school clinic first.
- The office will determine if the student needs to be seen by our nurse, check the parent authorization records on file and make contact as needed.
- All children who are sent to the clinic must be escorted by a classmate. If a child is sent from the clinic back to class, the clinic must issue a pass, with a note to the teacher.

Code of Ethics

- All persons employed by the School Board of Miami-Dade County, Florida are representatives of the Miami-Dade County Public Schools. As such, they are expected to conduct themselves in a manner that will reflect credit upon themselves and the school system. The Code of Ethics of the Education Profession in Florida and the Principles of Professional Conduct for the Education Profession in Florida are to be read and understood. All will acknowledge receipt of the Code of Ethics.

Code of Ethics

- Fundamental principles of the Code of Ethics are:
 - Citizenship
 - Cooperation
 - Fairness
 - Honesty
 - Integrity
 - Kindness
 - Pursuit of Excellence
 - Respect
 - Responsibility

Code of Ethics (CONT.)

- **Conflicts of Interests**

- Financial interests
- Contracting decisions
- Honoraria
- Personal Advertisements
- Employee Publications
- Referrals
- Outside Income
- General Limitation on Solicitation
- Gifts and Gratuities



Corporal Punishment

- The School Board of Dade County has prohibited the use of corporal punishment.
- **Under no circumstance will a staff member administer corporal punishment.**
- This includes hitting, punching, grabbing, pulling, pinching, or placing children up to ridicule.
- **ANY VIOLATION OF THE ABOVE WILL BE REPORTED TO THE SPECIAL INVESTIGATIVE UNIT, OFFICE OF PROFESSIONAL STANDARDS, AND THE DEPARTMENT OF CHILDREN AND FAMILIES.**

Discipline and Code of Student Conduct

- Our intent is to support all teachers.
- All grade levels must work collaboratively to prepare, implement, enforce and monitor, a Discipline Plan for their respective grade level. Your plan should include:
 - (5) positively stated rules and tiered consequences.
 - Submit only one (1) Discipline Plan per grade level to your assistant principal for approval by **September 4th, 2015**
- Your specific classroom rules and consequences must be approved by the corresponding administrator.
 - A copy will be sent home with students and a copy will be kept on file in the office.
- A class discussion about all rules must take place each marking period.

Discipline and Code of Student Conduct

- **The following student offenses will be documented and resolved by the classroom teacher:**
 - Tardiness
 - Inappropriate language
 - Eating in class
 - Excessive talking
 - Getting out of seat without permission
 - Failure to complete assignments
 - Failure to turn in home learning
 - Verbal altercations
 - Other minor infractions of classroom/school rules
 - Gum chewing
 - Failure to wear uniform

Discipline and Code of Student Conduct

- The following student offenses will be referred to the administration:
 - Leaving the classroom/school without permission
 - Bringing weapons/drugs to class/school
 - Fights which cause injury or disrupt the educational process
 - Profanity
 - Destruction of school property/vandalism
 - Flagrant disrespect/defiance of authority
 - Verbal/physical assault on teacher or other student
 - Unauthorized removal of another's property
 - Excessive tardies or absences **following teacher's documented warning and parent contact**
 - Bullying
 - Harassment
 - Persistent gum chewing
 - Persistently failing to wear uniform (**with documentation**)

Discipline Procedures

- A student is not to be sent to the office on his/her first offense unless it is a situation that endangers himself/herself or others.
- A SCM form must be filled out on each serious incident (using blue ink), to include the offense, the steps taken to solve the problem and documentation of parent contact. The SCM must include the student's I.D. number and all other pertinent information.
- When reporting a student to the office, you must send a SCM with the student.
- The administration will review the discipline forms and take appropriate action as per the Code of Student Conduct.

Discipline Procedures (cont.)

- Teachers are encouraged to utilize an “Individual Behavior Contract” and daily progress report as strategies for improving student behavior.
- Conflict Mediation procedures and techniques shall be implemented by all. We have several students trained at each grade level. Mrs. Torres, Counselor and Mrs. Stebbenne, Trust Specialist will provide you with an updated list of students trained.
- Maintain an anecdotal record of a child's misconduct on the prescribed anecdotal. The record should indicate the date, the nature of the offense and the action taken by the teacher to prevent this behavior from recurring.
- Conference with the child.

Discipline Procedures (cont.)

- Seek the cooperation and assistance of the parents or guardians in correcting unacceptable behavior.
 - Telephone
 - Behavior letter
 - Home visit
 - Scheduled conference
- Refer to School Support Team, Counselor or Assistant Principal.
- Refer to the Principal. **(Last measure)**

Dismissal

- Dismissal should take place promptly at the designated time. Any requests for early dismissal must be approved by the office. No students will be dismissed early (thirty minutes prior to dismissal time) after 1:20 p.m. for PK-1, 2:35 p.m. for 2-8, Wednesdays after 1:20 p.m. for PK-8. Dismissal bells are sounded at 1:50 p.m. for Pre-K, K and first grade classes and at 3:05 p.m. for grades 2 through 8.
- **STUDENTS MAY NOT RETURN TO THE BUILDING AFTER DISMISSAL TO WAIT FOR FRIENDS OR SIBLINGS, NOR SHOULD THEY VISIT OTHER CLASSROOMS. TRESPASSING IS A POLICE MATTER AND IT WILL BE ADHERED TO IN A VERY STRICT MANNER.**
- **BOARD POLICY - STUDENTS MUST BE IN SCHOOL FOR AT LEAST TWO HOURS IN ORDER TO BE MARKED PRESENT #5320**

Dismissal

- Children are not to be kept after school for disciplinary purposes or any other purpose without the prior notification to parents and their signed consent. This may be done by direct contact, note or telephone.
 - School telephones may be used for this purpose. If a note is sent home, be certain it bears authentic parent signature when it is returned.
 - Children who are kept after school must be under a teacher's supervision at all times and should not ordinarily remain more than 30 minutes.
- Rainy days: Dismissal will be announced over the loud speakers.



Dismissal Procedures

- **Student Dismissal from Classroom/Building Code:**
 - Students in tutoring/after school programs or detention will meet outside the assigned classes.
 - All other students are to leave school grounds immediately after dismissal.
 - Students will walk with teachers to designated exits.

Dismissal Procedures (cont.)

- **Teachers Procedures: Dismissal from Classroom/Building Code:**
 - Students will follow their dismissal teacher to exit area in single file line.
 - **Patrols , security and all instructional staff will assist at dismissal.**
 - All students are to leave the classroom with their class.
 - After school personnel, tutors, detention teacher(s) will pick up children at designated points.
 - **Teachers without classroom duties will assist at dismissal.**

Emergency Procedures

CODE RED

- The announcements will be **“Code Red”**. At that time, all rooms are to be locked, if possible, and all classes are to remain in their rooms.
- All staff members who are not responsible for a class should check the hallways for traveling students and place them in a room with a teacher and then report to the main office.
- If an emergency occurs in a class which requires the above to be implemented:
 - Notify the office
 - Procedure for disruption:
 - Teachers lock doors
 - Keep students in room
 - Keep noise level to minimum for announcements
 - Teachers report any unusual incidents to the office.

Fire Drill Evacuation

- During the school year there will be one (1) fire drill each month, two (2) in August.
- Teachers should practice with their students before the regularly scheduled drill.
- Three short bells, pause, repeat, or the fire alarm system signal will be the signal for evacuation of the school.
- Children should proceed to the area designated for their classroom by means of the nearest exit. They should be instructed to leave in a quiet, orderly manner.

Fire Drill Evacuation (cont.)

- The teacher should make a quick check of the classroom to ascertain that no children have been left behind. All teachers **MUST** take a class roster and account for all students present that day.
- The children should remain outside in quiet lines until the principal and/or the assistant principal give visual indication that they should return to their classrooms, and/or the all call bell is sounded (one long, continuous bell).
- Evacuation routes will be posted and easily visible in each room.

Fire Drill Evacuation (cont.)

- Never allow furniture, room dividers, etc. to block exits. There must be 36" clearance path.
- Do not block vision of fire extinguisher or fire exit signs, one by each exit door.
- Be sure that all classrooms have two (2) fire exit signs.

Tornadoes

- Please be advised that when conducting a Tornado Drill you must adhere to the following guidelines as you would in the occurrence of an actual tornado. Upon hearing the **Code Swirl** announcement please
- Account for all your students.
- Close windows, shutters and outside doors on all sides of your classroom.
- Everyone should seek cover along walls where there are no windows, and place themselves in a protected position with their heads and faces covered by their hands and arms. Pre-K through second may crawl under desks for additional protection.

Tornadoes

- Teachers in portables should move to designated classrooms in the main building.
- If classes are in transition, have students return to the previous classroom. Students in the cafeteria and media center remain in those buildings. All persons in restrooms and corridors seek shelter in the nearest room in main building.
- Please be mindful that you would be duly notified in case of a real emergency. It is imperative that everyone remains in the protected position until the **All Clear** signal has been given. Please review these guidelines with your students to ensure everyone's safety

Hurricanes

Most damage to classrooms caused by a hurricane is due to water entering under the doors or through broken windows. The following precautions can help keep damage to a minimum:

- Make certain that all doors are closed.
- Roll down the shades. This results in less straining and tearing in case of glass breakage.

Hurricanes (cont.)

- Take down and roll up the flag and store it to prevent staining and whipping by the wind.
- Clear all papers, books, and other items off the tops of desks and tables.
- Move desks as far from the windows as practical.
- Leave nothing of value sitting on the floor.
- Put record players, computers, and other equipment in a safe place.
- Any items hanging loosely about the room should be taken down.
- If the day following a hurricane strike is a school day, listen for instructions by radio or television as to the date and time of reporting back to work.

Severe Weather

- School Grounds
 - Get out of open areas and into an enclosed building as quickly as possible upon the approach of a storm.
 - DO NOT seek shelter under isolated trees or close to wire fences, playground equipment, or shelters located in exposed locations.

Severe Weather (cont.)

- School Buildings
 - Stay indoors and do not venture outside unless absolutely necessary.
 - Stay away from open doors and windows, metal objects, electrical appliances, and plumbing until the storm has passed.
 - Keep telephone use to a minimum during storms.
 - Do not handle flammable materials in open containers.
 - TV sets, other electrical equipment, and appliances should be unplugged to the extent possible.

Severe Weather (cont.)

● In-transit

- Stay inside vehicles. Vehicles offer excellent lightning protection. **DO NOT TOUCH EXPOSED METAL PARTS.**
- **DO NOT** park vehicles under electrical lines or isolated trees.

● Athletic Events

- Seek shelter in buildings.
- Avoid open fields and high objects in the area when there is no shelter.
- When caught in the open, keep twice as far from isolated trees and objects as the trees/objects are high and get into a crouching position.
- Avoid open spaces, wire fences, sheds, or shelters not fully enclosed and any electrically conductive elevated objects such as overhead wires.

Severe Weather (cont.)

- Field Trips or Hiking
 - Move from high ground as quickly as possible and avoid lone trees and small sheds.
 - Stay away from metal fences.
 - Seek shelter in thick timber, a ravine, ditch, or in an enclosed vehicle or building if possible.

Disruptive Incidents

- During School Hours:
 - All doors will be closed and locked any time rooms are vacant.
 - The main front gates will remain open as will the bicycle gate while school is in session.
 - All unused/unoccupied rooms will be locked.
 - Teachers will accompany classes to and from areas in the school. Unescorted students must have a hall pass to leave the classroom.
 - It shall be the responsibility of all school personnel to supervise restroom areas.

Disruptive Incidents (cont.)

- Information will be given out from the main office by the principal or designee.
- A log of disruptive incidents will be kept by the teacher and principal, and any incident should be reported to the principal and/or assistant principal.
- Parents will be advised annually, in writing, of causes for suspensions, and/or expulsions specified in board policy. This policy will go home with students the first day of school.

Field Trips

- The sole purpose for field trips is to enhance or extend the educational program. All field trips are for the sole purpose of education and therefore all students should be encouraged to participate. If there are extenuating circumstances please see an administrator. Plan ahead and give a minimum of 3 weeks for approval from your respective assistant principal and 2 weeks to notify the cafeteria.
- When a group is considering a field trip, first review the school calendar and ensure it does not conflict with any other events.

Field Trips (cont.)

- When field trip requests are submitted the following must be provided for my prior approval (**all information complete and typed**):
 - Field Trip Permission Request form (**FM 2431**)
 - Field Trip Roster (**FM-3530**)
 - Field Trip Chaperone List (**FM-6802**) Must include teachers with employee numbers, parents with Level 1 Volunteer clearance number – See Ms. Freddie Torres – **Ratio is 1 adult to 10 students**
 - Parent Permission Form (**FM-4573**)

Field Trips (cont.)

- All in-county field trips must be presented a minimum of three weeks prior to the date of the field trip for principal approval. Following principal's approval the cafeteria manager is to be notified.
- Students must have a signed Parent Permission Form to attend any field trip.
- Teacher's must keep all field trip forms until the field trip is over.

Field Trips (cont.)

- Collection of Funds
 - Monies collected for a field trip are to be logged on a Recap Form (provided by Ms. Hernandez, Principal's Secretary). Funds are to be sent to the office **no later than 9:00 a.m. DAILY** in the ZIP-Lock bag provided with the signed Recap Sheet. **DO NOT KEEP FUNDS IN YOUR CLASSROOM OVER NIGHT.**
 - If a student is unable to pay for a field trip please see an administrator immediately. Provisions will be made for that student.
- Please review the attached information to ensure your field trip follows M-DCPS guidelines attached.

Field Trips (CONT.)

- **All field trips are to be approved by the designated assistant principal.** The ratio of adult supervision will be 1 to 10. Chaperones should be adults from the community.
- **PLEASE DO NOT COUNT ON OUR OWN PERSONNEL FOR CHAPERONES!!**
- **NEW:**
<http://ehandbooks.dadeschools.net/policies/131.pdf>

Day of The Field Trip

- Each teacher is to note on the Field Trip Roster any student(s) who are not attending the trip and the room number and teacher who will be responsible for them. A copy of the Roster is to be provided to Ms. Villa prior to leaving on the trip.
- Meet with the cafeteria manager to get the lunches needed.
- Review Chaperone Responsibilities with chaperones.

Fund Raising

- All fund raising activities must be approved by the principal and go through PTA.

Faculty Meetings

- Every attempt will be made to hold faculty meetings on designated afternoons. (2nd/4th Wednesday of each month). Appointments should not be scheduled on those days. Please plan accordingly. When possible, advance notice will be given when dates are changed. Faculty meetings will be placed in the master calendar.

E-Reference

Code of Student Conduct: WB14172

<http://ehandbooks.dadeschools.net/policies/90/index.htm>

School Board Policies:

<http://www..neola.com/miamidade-fl/>

IPEGS: <http://ipegs.dadeschools.net/>

Code of Ethics:

<http://eac.dadeschools.net/CodeOfEthics.asp>

Electronic Staff Reference Guide:

<http://ehandbooks.dadeschools.net/policies/29.pdf>

Accreditation Website and Collaboration Site:

<http://accreditation.dadeschools.net/>

General Information

- Title I
 - We are a Title I School
- UTD
 - Steward Position Open

The background of the slide features a vibrant, out-of-focus arrangement of various colorful candies, including round ones in shades of orange, blue, purple, yellow, and pink, as well as small red candies. A prominent, multi-colored swirl, resembling a lollipop or a candy design, is visible on the left side. The text is centered within a white rectangular area.

Lunch/ Breakout Session